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MINUTES

STILLWATER COUNTY LIBRARY BOARD OF TRUSTEES

Tuesday, February 9, 2021, 1:00 p.m.

Meeting via Zoom

Welcome to Public and Public Comment: Public comments on matters within the Stillwater County Library Board of Trustees Jurisdiction pursuant to §2-3-103 MCA—Public comments will be accepted on any public matter that is not scheduled on the agenda. No action will be taken at this time. The meeting was called to order at 1:00 p.m.

Public present: Gayle Helt

Members Present: Maureen Davey, Chair; Lynda Grande, Kathleen Ralph, Linda Halstead Acharya, and Angie Osborne were present from the Board. Jennifer Reed, Secretary was present.

1. Approval of Minutes – January 12, 2021 – Lynda moved to approve the minutes as amended. Kathleen seconded. Motion passed.
2. Communications
 - a. Brief discussion regarding Pam Henley’s response to banking question regarding new building funds.
3. Financial reports
4. Library Director’s Report – See attached. It was agreed that passwords would be shared with the County HR department and also a hard copy would be kept in a secure location.
5. Unfinished Business:
 - a. Covid and operational status reevaluation – Update on mask wearing in the library and newly purchased air purifiers.
 - b. Deposit policy – Lynda moved to approve the deposit policy. Angie seconded. Motion passed.
 - c. Mission Statement – Kathleen moved to table the mission statement until a strategic plan is done. Lynda seconded. Motion passed.
 - d. New Building Committee Report – Nothing new to report. **Committee sunsetted.**
 - i. Strategic Planning – Strategic planning will be halted until things return to normal. Short-term goals were drafted and revised. A Board vote on the goals will take place at the March meeting. **Strategic Planning Committee sunsetted.**
 1. Short-Term Goals:
 - a. Establish a foundation
 - b. Increase outreach and educational programming
 - c. Launch the art committee
 - d. Continue rejuvenating/organizing the library

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6. New and Miscellaneous business:
 - a. Library Room Naming – Discussion held regarding the process by which a library room or building can be named in honor of someone. A naming policy will be written and presented at the March meeting.
7. Announcements
 - a. MLA Virtual Conference: April 15th-17th
 - b. Discussion held regarding:
 - i. Minutes to be submitted to trustees within 10 days of meeting.
 - ii. Library Board Agendas to be posted on Facebook for a 3-month trial period. Public to contact the library for login information as a safety measure.
 - iii. Free training: United for Libraries Learning Live session Feb. 23 to focus on "Proactive Advocacy and Communication for Library Trustees and Staff"
8. Adjournment - The meeting was adjourned at 2:08.

Next Meeting March 9, 2021

Action Items:

- Maureen to ask Pam about becoming a city/county library
 - How are they funded? (possible contact with Big Timber)
- Maureen to locate other library naming policies
- Jennifer to forward United for Libraries training email to Linda
- Jennifer to share passwords with HR **and a hard copy to be placed in a secure location.**